

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Proposed Notice on Office Automation Systems
and Word Processing Equipment

DD/A Registry

83-0253/2

FROM:

Director of Information Services
1206 Ames Bldg

EXTENSION

NO.

OIS 83-094

STAT

DATE

3 FEB 1983

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

EO/DDA
7D18 HQS

RECEIVED

RECEIVED

[Signature]

DD/A REGISTRY

FILE: 1-2

2.

3.

~~CMS/DDA~~
7D18 HQSDRO/DDA (Chuck has a
copy)

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

FORM
1-79

610

USE PREVIOUS
EDITIONS

OIS 83-094

83-0253/2

3 FEB 1983

MEMORANDUM FOR: Chief, Management Staff, DDA

FROM:

[REDACTED]

Director of Information Services

STAT

SUBJECT: Proposed Notice on Office Automation Systems
and Word Processing Equipment

REFERENCE: Chief, Management Staff, ODP memo to you dated
20 January 1983; same subject (ODP-83-049)

1. We have reviewed the proposed notice and believe it is important that the role of the Records Management Officer be included as follows:

a. In paragraph 1a, page 2 of the proposal, insert " - the Records Management Officer Role" as the next to last item in the list of areas addressed.

b. Change lines 4 and 5 of paragraph 2a, page 4 of the proposal to read: " . . . red) their component ADP Control Officer, and their component Records Management Officer. (Components in the DO should contact the DO Directorate ADP Control Officer and Records Management Officer)."

c. Insert the following as new paragraph 9 and renumber the succeeding paragraphs:

9. RECORDS MANAGEMENT OFFICER ROLE

In accordance with [REDACTED] existing law, and directives from external oversight bodies, the Director of Information Services is responsible for planning and managing the Agency Records Management Program. This responsibility is administered by Records Management Officers assigned within components throughout the Agency. Component Records Management Officers should review each request for OAS/WPE to ensure that records scheduling requirements are satisfied and comply with existing general records schedules. If Wang OAS/WPE is to be used for document accounting purposes, coordination with the Office of Information Services is necessary for compatibility and interoperability with other existing and planned document accounting and tracking systems.

STAT

2. It is requested that the Office of Information Services be included in the regular coordination cycle of future draft notices of this type.



STAT

cc: C/MS/ODP